



Board of Public Works – Division Report – April 2020
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Public Works Monthly Metrics:	
Number of Residential Transfer Station Visitors	4156
Number of Bulk Collections	255

Division Recaps:

Administration current month:

- PAYT reporting and debt collection is continuing, Communications and press releases, social media, website maintenance and enhancements, managing Street Light repair requests and Shopping Cart ordinance compliance.
- Outreach to Reduce & Reuse trash and use of Recycle Coach app. Currently there are 3702 users of the app.
- Pursued 18 abandoned shopping carts, resulted in zero fines.
- Welcome packets have been going out Monthly including recycle magnets or any events we have scheduled.
- Assisting with Solid Waste Illegal Bulk letters and fines. We have received 58 complaints in April that resulted in 2 fines.
- Sports Equipment collection which started March 1st has been suspended due to COVID-19.
- The Outdoor classroom project is suspended until the fall due to the schools being closed due to COVID -19. All locations have been picked out with the principals.
- Working behind the scenes with Parks Department on informational videos we will be sharing on our social media as people are home.
- Yard Waste has begun and by 4/30 we have completed 3465 applications.

Administration next month activities:

- Enforcement of Illegal Bulk, Street light repair requests, welcome letters, PAYT debt collections, monitor illegal dumping areas. Continued outreach to increase Reduce and Reuse, and the use of Recycle Coach app due to being closed to the public.
- Continue working on web site & Facebook, Instagram and Twitter page to enhance presence and help with the huge load of phone calls. Everything is on our website and social media for residents to fill out or have their questions answered.
- All activities that we had planned for May have been postponed.
- Working with Dave Oakes on Solar for All.
- Working with Dave Oakes creating our All Heart Walk audit which is our 3rd Tool kit to accomplish silver with Sustainable CT.

Administration staff or concerns: OT \$260.31

- Overtime is higher than normal due to split shifts, Admin busiest time, and Yard waste.

Engineering current month:

- Community Connectivity Grant – (sidewalks, Mem Blvd bike path & ADA ramp) Grant received bid documents to be finalized.
- Construction for drainage improvements Lexington Ave Phase II – restoration ongoing.
- Installation of storm drainage in preparation of spring/fall 2020 major roadway maintenance.
- Pine Lake preliminary design of sed chamber
- Parking lot design for Parks (Pine Lake Adventure Park)
- Summer paving list finalized.
- Riverside Ave Road Diet awarded to Laviero.
- Huntington Woods survey request.
- Misc Storm Drainage contract awarded to Tabacco with Laviero as second.
- Louisiana Bridge award to Schultz.
- Additional drainage work orders.
- COVID schedules.
- Signal timing interviews
- Collins Rd design for drainage improvements.
- Maple Ct survey.
- LotCIP applications for Wolcott St and Downs St.
- Jerome Ave Local Bridge application submittal and RFQ's.
- Request for Graham St survey.
- Coordination meetings DOT/Eversource/Verizon/Water/City Departments Rte 72 & downtown area. Construction underway.

Engineering Division next month activities:

- Eversource gas main installation coordination for new mains and replacements – winter work.
- Riverside Ave road diet construction to start(Laviero).
- Permanent patch contract.
- Signal timing scope by VHB.
- Sediment removal plans Frederick St bridge/Pequabuck culvert/floodway.
- Storm drainage school project – Northeast School.
- Work on paving list for fall.
- Drainage work for spring & fall paving lists.
- School Street retaining wall – complete associated restoration.
- Replace (cmp) storm drainage in Brightwood Rd.
- Work orders for ADA ramps at roads on paving list.
- Brook Street retaining wall replacement- review contract/bid (spring construction.)
- Coppermine Brook re-alignment construction Final restoration in spring.
- Huntington Woods survey complete and detention pond storm drain replacement design.
- Milling & paving rescheduled for May 5 and May 18th.
- Northeast School drainage installation.

Engineering Division staff or concerns:

Vacancy –Excavation inspector
Project Manager position created and filled
OT: \$0

Land Use activities for current month:

- ***Zoning Commission***

The Commission did not meet.

- ***Zoning Board of Appeals***

The Board did not meet.

- ***Historic District Commission***

The Commission did not meet.

- ***Planning Commission***

1. C.G.S. 8-24 Review: Future acquisition of Open Space property at Assessor's Map 60, Lots 11-REAR & 12-5 Perkins Street – RECOMMENDED FUTURE ACQUISITION.
2. Application #324 – Bristol Crossing (aka -Cedar Hill Subdivision) – request for extension of subdivision expiration date – APPROVED SIX-MONTH EXTENSION TO DECEMBER 31, 2020.

- ***Inland Wetlands & Watercourses Commission***

1. Application #1895 – Wetlands Application to construct freeform in-ground pool - 16 Great Pyrenees Way; Assessor's Map 58, Lot 26 – DENIED.
2. Application #1896 – Wetlands Application to construct a commercial building of 2,088 sq. ft. with gasoline pumps; 50 Terryville Avenue – PUBLIC HEARING CONTINUED TO MAY 6, 2020.

Land Use staff or concerns:

- Monthly overtime costs (Board Secretaries at meetings)
April: \$173.45

Building Maintenance current month activities:

- Coordinated with Fire Department Staff, Purchasing Department and Silver-Petrucelli to conduct a pre-bid meeting/virtual tour of the Fire Headquarters on 4/20/20 in regard to mechanical upgrades
- Public Works and Purchasing Department staff interviewed two firms for the selection of consultant for Police Complex mechanical improvements
- Friar Associates selected for the 51 High Street flat roof replacement bid documents
- AVT Construction submitted low bid for Fire House #2 roof replacement on 3/31/20 at a cost of \$65,444.00
- EDC Grants Administrator Dawn Leger filed a grant with the State of CT Historic Preservation Officers to facilitate plaster wall abatement and repairs in the historic section of 5 Main Street (seeking to obtain potential grant funding to complete the project)
- John Moderacki (Library Maintenance Supervisor) replaced 6 metal halide high bay light fixtures at the Transfer Station Quonset hut with modern and efficient LED fixtures on 4/4/20
- Provided scanned utility billing data to American Utility Consultants to complete electrical and natural gas billing audit of City, Water Department and Board of Education facilities, street lighting and other miscellaneous City accounts

Board of Public Works – Public Works Department Activity Report

- Spring landscaping initiated including clean-up, flower bed preparation, mulching, lawn preparation and associated activities
- Public Works staff coordinating with CT GreenBank and PosiGen on a community energy campaign, Solar For All, an initiative offered through the SustainableCT program
- Submission of Spring application for SustainableCT to gain guidance and insight for the Fall application in the continuation of achieving Silver Level certification
- Provided access and direction to ServPro and Accurate Insulation for supplemental cleaning/disinfection activities at City Buildings in regard to COVID-19
- Quality Roof completed limited roof repairs to City Yard roof system to eliminate an infiltration issues in the Sign Shop

Building Maintenance next month (May 2020) activities:

- Conduct interviews with Human Resources to fill two Custodian vacancies on 2nd shift (first round on 5/13/20)
- Alarm New England selected as central monitoring vendor for new contract on 7/1/20, which will require coordination in advance to ensure a seamless transition to safe guard City facilities
- Finalize bid and design documents for 51 High roof replacement (Friar Associates) and City Hall gun range decontamination/decommissioning (Loureiro Engineering)
- Continue to provide evening disinfection/cleaning of City buildings in relation to COVID-19 and support other departments in regard to preparations for re-opening to the general public
- Accurate Insulation to complete abatement of mold-impacted HVAC ductwork insulation at Fire Headquarters on 5/27/20 (pending access approval)
- Streets Division Tree Crew will complete tree trimming and dead tree removals at Fire House #4
- Solicit bids for the replacement of flat membrane roof system at 51 High Street
- Seasonal HVAC filters and belt changes, including pump lubrication and cooling tower cleaning/preparations for the cooling season to begin

Building Maintenance Staff or concerns:

- Anticipate moderate levels of Vacation/Miscellaneous/Sick time off during May 2020 due to COVID-19 concerns
- Staffing shortage overtime to compensate for the 2nd shift Custodian position eliminated
- 2nd Shift Custodial vacancy (Tuesday – Saturday work schedule)
- 2nd Shift Custodian Carlos Lorenzo (Monday-Friday schedule) interviewed and selected for Library IT position on 5/8/20
- As of 5/18/20, Building Maintenance will have two 2nd shift vacancies putting extra burden onto existing staff members (NOTE: the Building Maintenance staff has not shifted to an on-off week work schedule as many other Departments have, at any time during the pandemic crisis)
- The Building Maintenance staff have been a valuable resource during the past two months during the pandemic and have risen to the numerous challenges they have faced on a daily basis with new priorities and tasks added to their already full work days. Thank you Luis L., Perry, Pat, Sixto, Luis C., Carlos and Fabian!

Building Maintenance OT Costs:

\$ 2,726.93: Staffing coverage for holiday overtime, after-hour maintenance issues, 4 hour Custodian fill-in on Saturdays at Police Complex due to the Custodial vacancy, installation of LED light fixtures at Transfer Station

Streets current month activities:

- Continued Bi-Weekly work weeks due to COVID-19
- Provided all employees with cleaning supplies as well as masks due to COVID-19
- Continued with roadside maintenance of City properties, including litter and yard sign removal. This work will be on going throughout the seasons
- Serviced trees, including pruning, removals, and testing
 - Take downs during wind storm (Mix St, Central Ave, Hill St and Fairlawn)
 - Removed trees for Depot Square parking lot/walkway
 - Stump grinding
- Continuing small road repair
- Curb repair
- Driveway Aprons
- Loam
- Patched Potholes
- Street Sweeping
- Started constructing PPE (sneeze guards) for city hall
- S6 made several trips for Health Department (PPE)
- Storm Drainage
 - Completed Basin Repairs on Jacqueline Dr, Primerose and Rosewood
- Sign Shop
 - Installing new poles and signage
 - Created 80 COVID-19 signs for Park Department
- Winter Operations
 - Mailbox Repairs
- Depot Square Parking Lot
 - Completed Drainage installation at Depot Square
 - Started installing walkway drainage as well as grading walkway

Streets next month activities:

- Continue with roadside maintenance
 - Street Sweeping
 - Potholes
 - Curb repair
 - Loam
 - Driveway aprons
 - Catch basin repair
- Winter Operations
 - Service Requests
 - Curbing
 - Mailboxes
- Continue addressing street road name signage replacement
 - Installing new poles and or signage
 - Look into printing other road signage of other Departments
 - Fixing and installing signs for Police Department

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- Maintenance of city properties
 - Litter clean up
 - Lawn Maintenance
 - Bridge clean ups
- Continue tree take downs, trimming and stump grinding
- Continue work on Depot Square parking lot
- Continue to address seasonal maintenance activities, including preparation of seasonal operation equipment
- Assist other public work programs and departments as required

Streets staff or concerns:

Street Division is currently addressing service requests from the general public with our maintenance programs. We have been managing these requests throughout designated areas.

Monthly overtime cost \$4,696.14 for call ins, and emergency responses and Winter Operations.

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 58 letters and pick up 6 illegal bulk stops.
- The bulk crew picked up 254 scheduled bulk stops, working Tuesday-Thursday.
- Continued on-site yard waste management activities at the Transfer Station and delivery of yard waste barrels to new customers. We had 1,557 new and renewed customers for the month of March.
- There are currently 3,381 active yard waste residents.
- Continued collection of reusable items for the Trash to Treasure program at the Transfer Station.
- Started curbside Spring Leaf collection, collecting 188 tons of leaves.
- Started curbside Yard Waste collection, collection 241 tons of yard waste.
- Mowed the landfill property.
- Installed new LED lighting in the Quonset hut at the Transfer Station.
- Continued to work adjusted schedule do to the COVID-19 virus.

Solid Waste next month activities

- Continue illegal bulk inspection and enforcement activities.
- Monitor manufacture and transportation process for additional rubbish, recycling and yard waste containers.
- Continue on-site yard waste management activities at Transfer Station and delivery of yard waste barrels to new customers.
- Continue the collection of reusable items for our Trash to Treasure program.
- Continue curbside Yard Waste collection.
- Continue curbside Spring Leaf collection.
- Fill Solid Waste laborer position.
- Continue adjusted work schedule do to the COVID-19 virus.
- Discuss actions to be taken for going back to normal work schedule.

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Solid Waste staff or concerns:

- Manage Solid Waste Division staffing levels.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.
- Currently have 2 Solid Waste laborer positions open.

<u>OT Costs/Revenue Generated:</u>	
3016 OT =	\$4,231.51
1363016 OT TS =	\$5,415.97
TS Revenue (PAYT) =	\$26,981.36
Residential Permits =	\$2,295.00
Commercial Permits =	\$75.00
Yard Waste Revenue =	\$140,140.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$1,515.00
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$304.00
Electronics Take Two =	\$0.00
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Clothing Box =	\$25.00
Misc. Revenue =	\$0.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$110.52
Simple Recycling =	\$0.00
Special Pick up – 2 nd	\$1,103.95

Fleet Maintenance current month activities:

- Streets Div. (S11) 10 wheeled dump truck is downed for failed structural damage to the dump body. New body was proposed in the budget, \$53,000.
- Streets Div. (S15) 6 wheeled dump truck was sent to Gabrieli in Hartford for a failure with the P.T.O. Diagnosis came back with a faulty wire in the harness.
- HRA vans were gone through for normal maintenance and repairs.
- Solid Waste Div. (R-4) was brought in for a new water pump. Cost was \$731.99
- Streets Div.(C-32) Elgin Sweeper is down waiting for a gasket kit for the P.T.O pump. Kit is on back ordered and expected to be available mid May.
- Solid Waste Div. (R13) received a new EGR for the engine. Truck was blowing black smoke and had a loss of power. Cost was \$2,257.12
- Streets Div. Bagela is currently being repaired as its new engine is being prepped for installation.
- Streets Div. curb machine trailer was outfitted with a winch to assist the guys with the loading and offloading of the machine safely.
- Streets Div. (C-36) is currently undergoing flight chain repair and is being up fitted with a new rear broom. Scheduled return date is 5/8/2020.
- Monthly maintenance still continued with Police Fleet.
- Engineering Dept. (E-8) 2002 Chevrolet Impala was in for an A.C condenser unit. Cost was \$127.00. Returned to service.

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- Streets Div. Scag zero turn mower is in for a motor swap. Estimate for new motor \$3235.00.

Fleet Maintenance next month's activities:

- Continue scheduled service to our Fleet vehicles.
- Continue to service our Police vehicles.
- Continue to practice social distancing and keep the staff safe.
- Evaluate the paving and mowing equipment to assure their production.
- Service and store the winter equipment to be ready for use during winter ops.
- Repair and return Scag mower back to full service.

Fleet Maintenance staff or concerns:

- We currently have positions still open as a Mechanics Helper as well as a Mechanic. We are still on our bi-weekly schedule due to Covid-19.
- Dan Covalski still needs to be trained in Dispatch.
- Bucket truck as well as our A/B UST operator training classes are still on hold due to the Covid-19 epidemic.
- Waiting on our chance to interview and try out the next in line signer of the Mechanics Helper position.

Overtime expenditures and totals \$2,081.21 (Holiday, Dispatch and Mechanic).